

**DIOCESE OF SACRAMENTO**  
**JOB DESCRIPTION**

**PARISH:** St. Anthony – Winters

**POSITION:** Operations Manager (OM)

**CLASSIFICATION:** Full Time, Non-Exempt

**SUPERVISOR:** This position reports to the Pastor.

**JOB SUMMARY**

The Operations Manager supervises all aspects of parish maintenance to ensure a safe and efficient physical plant. The person will be managing office operations and directing staff responsibilities. The OM will also be managing the human resource of the parish and keep employee records, including performance evaluations. The OM will be directing and supervising parish building, remodeling, improvement and maintenance projects related to the physical plant and grounds. The OM will also coordinate the use of parish facilities, furnishings, and equipment. The OM will work with the Parish Finance Council to monitor the agricultural lease agreement on our 600 acre St. Anthony Putah Creek Farm Preserve, a major source of parish revenue.

**ESSENTIAL FUNCTIONS**

1. OM will be responsible for maintaining an adequate internal control system for the efficient productivity of parish staff.
2. Will supervise and assist the Secretary as needed.
3. Will supervise the parish volunteers who count the weekly offertory collection each Monday, making sure that the collection is confirmed and deposited immediately in joint custody. The PO will also reconcile and deposit any other income receipts.
4. Will collect and organize invoices and other payables for the bookkeeper to process and enter into our accounting system.
5. Will manage a new online calendar system for the parish events and sacraments.
6. Will monitor the HVAC system of the church and parish hall/office in Winters in consideration of events and daily use.
7. Will coordinate and manage staff for preparation of parish events and daily facilities use. OM will develop and maintains an on-line shared calendar that identifies time and date of events/meetings, name of the organization/ministry, contact information and designated room/location.
8. OM will coordinate, track and maintain a record of all facility keys
9. Will monitor and manage inventory of office and church supplies. Order materials and supplies as needed.
10. Will monitor and oversee contracted services for landscape maintenance, pest control, custodial, security and other maintenance related services.
11. Will plan and schedule routine and preventive equipment and appliance maintenance according to warranty/manufacture specifications and safety considerations.
12. Will maintain a work supplies center for maintenance activities and secure control of materials with a system to track inventory usage by project.
13. Will maintain an adequate and current file system for all facilities and real property related contracts, legal documents, blue prints, equipment warranties and service manuals.
14. Coordinate procedures for church staff/volunteers to report maintenance requests and emergencies in a timely manner.
15. Develop procedures for after duty hours emergencies including holidays and weekends.

16. Will direct the preparation of the weekly bulletin, announcements and intercessions for review by the Pastor and coordinate printing. Will coordinate the distribution of these materials to St. Anthony and St. Martin sites.
17. Other duties may be required, as needed.

### **SKILLS AND KNOWLEDGE**

Proficient in Microsoft Word and Excel; excellent phone skills; good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; practicing Catholic with knowledge and understanding of the Catholic Church in general; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload. Bilingual is preferred, but not required.

### **MINIMUM QUALIFICATIONS**

**Education:** High school diploma and AA or equivalent

**Experience:** Four years of broad, varied and increasingly responsible clerical service.

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EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE